



COMMUNITY DEVELOPMENT DEPARTMENT

PLANNING DIVISION

GENERAL PLAN AMENDMENT AND REZONE

APPLICATION GUIDE

1000 Spring Street
Paso Robles, CA. 93446
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The following items are submittal requirements for a general plan amendment and/or rezone. Once your application is submitted, you will be contacted within thirty (30) days regarding the completeness of your application. At that time, additional information and plans may be required to continue processing your application for a public hearing. Please contact the Planning Division if you have any questions.

General Submittal Requirements

- ☐ 1. **COMPLETED APPLICATION FORM:** Must include property owner's signature on form
 - ☐ 2. **PROJECT DESCRIPTION:** The applicant should include a written statement explaining the reasons for the proposed amendment and/or rezone, the desired land use category, the ultimate type of development envisioned, and how it would provide benefit to the community.
 - ☐ 4. **DEPOSIT:** As required by the City's Fee Resolution. Additional funds may be required depending upon the scale of the project.
 - ☐ 5. **ADDRESS LABELS:** City and State codes require that public notice for a public hearing be mailed ten (10) days in advance of the hearing. The applicant may contact a Title or Data Company to have these prepared. If the applicant wishes to prepare the labels him/herself, then the following should be submitted:
 - a. **Two (2) sets of typed** mailing address labels which include addresses of owners of all properties located within a 300 foot radius of the exterior property lines of your project site as shown on the latest County Assessor's Tax Rolls. An example of the 300 foot radius and the mailing address label is shown below. In this example, the APN for the site is 009-755-053. The first three numbers indicate the Book, the second three indicate the page, and the last three indicate the parcel. Please note that the 300 foot radius extends onto Assessor's Map pages 009-756, 009-753, 009-754, and 009-752.
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- 009-451-019
John and Jane Doe
634 Main Street
Anytown, CA 93000
- b. Include **four (4)** labels each for the property owner of the site, and the applicant and representative (if any).
 - c. The applicant must submit the attached "Certified Property Owners List," that the labels contain all owners of property within 300 feet as they appear on the latest County Assessor's Tax Roll.
 - d. Must sign Certified Property Owner List confirmation sheet
- ☐ 6. **ELECTRONIC COPIES OF THE PROJECT DESCRIPTION AND PLANS:** For purposes of the City website, the project description and any plans that are part of the application must be submitted electronically in PDF format (JPEG is also acceptable) on either a 3.5 inch disk or an IBM compatible CD.

Note: By State law, the City cannot approve more than four (4) General Plan Amendments per calendar year. For that reason, it may be necessary to delay and/ or coordinate consideration of the proposal with the schedule of other pending projects.